



**CENTER FOR LOCAL  
GOVERNMENT TECHNOLOGY**  
College of Engineering, Architecture and Technology

**Assessor Training and Accreditation Program**  
824 North Country Club Dr, Stillwater, OK 74075  
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**RE: CLASS AND HOTEL DETAILS**

**CLASS:** Board of Equalization – April 9th, 2025

**LOCATION:** OKC - Hilton Garden Inn Midtown, 2809 Northwest Expressway, OK 73112

**MAP:** [OKC Hilton Garden Inn Midtown](#)

**CLASS DETAILS:**

There will be one day of instruction. The course will begin at **9:00 a.m. on Wednesday, April 9<sup>th</sup>**, and will end at 4:00 p.m. Your attendance will be reported to the State Auditor and Inspector's Office.

**HOTEL DETAILS:**

For room reservations, call the Oklahoma City Hilton Garden Inn - Midtown at (405) 607-4000 and ask for the state rate. The prevailing government room rate is \$116.00 per night plus tax for single or double occupancy. If Tax-Exempt, you must provide the hotel a copy of your Tax-Exempt letter. If paying with a Purchase Order, you must provide that to the hotel, and you will be required to give a major credit card number to guarantee your reservation. No charges will be applied to your credit card unless you charge personal items to your room (movies, phone calls, etc.). Please ask the Sales Office if you have questions or problems.

**[Hotel Website Link](#)**

Effective November 1<sup>st</sup>, 2021 per [O.S. § 2862](#), Each board member shall complete an initial training requirement consisting of CLGT's 6 hour **in-person** course, the member has 12 months from their appointment date to complete that requirement. In addition to the initial requirement, each member shall annually attend and successfully complete at least 3 hours of training. **Failure by any member to complete such requirement will result in forfeiture of office.**

We are looking forward to seeing you in Stillwater!

Sincerely,

*Gary Snyder*

Director